

[Date]

[Contracting Officer Name]  
[Department/Agency Name]  
[Office Address]  
[City, State, Zip Code]

**Subject: Renewal of Government Project Compliance-Verified Security Cleared Contractor Status**

Dear [Contracting Officer Name],

This letter serves as a formal request for the renewal of the security-cleared contractor status for [Contractor/Company Name] regarding project [Project Name/Contract Number]. Our current authorization is scheduled to expire on [Expiration Date].

We confirm that all personnel assigned to this project maintain the required security clearance levels as verified by [Relevant Security Agency]. [Contractor/Company Name] remains in full compliance with all federal security protocols, information handling procedures, and project-specific safety requirements outlined in the original contract.

Attached to this request, please find the following updated documentation:

- Updated Personnel Security Clearance List (PCL)
- Current Facility Security Clearance (FCL) Verification
- Certificate of Compliance with [Relevant Regulation/Standard]
- Updated Contact Information for the Facility Security Officer (FSO)

We look forward to continuing our support for [Department/Agency Name]. Please notify us if further documentation or a formal briefing is required to finalize this renewal.

Sincerely,

[Signature]  
[Name of Authorized Representative]  
[Title]  
[Contractor/Company Name]  
[Phone Number]  
[Email Address]